

PART 701—PROCEDURES AND SERVICES

Sec.

- 701.1 Application for employment.
- 701.2 Access to Library buildings.
- 701.3 Removal of materials from the Library buildings.
- 701.4 Information about the Library.
- 701.5 The Library's reading rooms and public use thereof.
- 701.6 Service of the general collections.
- 701.7 Reference and bibliographic assistance.
- 701.8 Assignment of special research facilities.
- 701.9 Loans of library materials.
- 701.10 Loans of library materials for blind and other physically handicapped persons.
- 701.11 Lending of materials from the Library for exhibition.
- 701.12 Photoduplication service.
- 701.13 Service of African and Middle Eastern materials.
- 701.14 Service of Asian materials.
- 701.15 Service of European materials.
- 701.16 Service of folklife materials.
- 701.17 Service of Hispanic materials.
- 701.18 Service of legal materials.
- 701.19 Service of local history and genealogical materials.
- 701.20 Service of manuscript materials.
- 701.21 Service of maps and cartographic materials.
- 701.22 Service of microfilmed materials.
- 701.23 Service of motion picture and television materials.
- 701.24 Service of music materials.
- 701.25 Service of prints and photographs.
- 701.26 Service of rare books and special collections.
- 701.27 Service of scientific and technical materials.
- 701.28 Service of serial materials.
- 701.29 Service of sound recordings.
- 701.30 Cataloging distribution.
- 701.31 Library of Congress publications.
- 701.32 Offers of materials for purchase.
- 701.33 Acquisition of library materials by non-purchase means and disposition of surplus library materials.
- 701.34 Contracting officers.
- 701.35 Policy on the authorized use of the Library name, seal, or logo.
- 701.36 Use of the Seal of the Library of Congress and the Library of Congress Trust Fund Board.

AUTHORITY: 2 U.S.C. 136; 18 U.S.C. 1017.

§ 701.1 Application for employment.

The Library of Congress is an Excepted Service Legislative Branch agency. As such, it has its own independent merit system, and applicants

do not need Civil Service status to apply for its positions. The Library has a wide range of clerical, technical, and professional positions (the latter being primarily oriented to library operations such as processing, cataloging, and reference, but with some positions in non-librarian occupations such as computer, subject area and research analyst specialists). The Library's Employment Office is located in Room LM-107, James Madison Building, First Street and Independence Avenue, SE., Washington, DC 20540. Information about current employment needs and the procedure for application may be obtained by either visiting this office (Monday-Friday, 8:30 a.m. to 4:30 p.m.), calling during these hours at (202) 287-JOBS, or writing to the above address. A 24-hour recording of general information is available at (202) 287-5295.

[46 FR 48660, Oct. 2, 1981]

§ 701.2 Access to Library buildings.

(a) In accordance with the Library's general policy, persons other than staff members may be admitted to the Library buildings and to the various areas therein that are open to the public during the announced hours of public opening. Such persons may be admitted to other areas within the buildings and at other times only in accordance with established access regulations.

(b) Persons having legitimate business in buildings closed to the public may be admitted after identification by responsible officials in the building or by authority as evidenced by a building access pass issued by the Associate Librarian for Management.

[35 FR 10588, June 30, 1970. Redesignated at 38 FR 27049, Sept. 28, 1973, and amended at 46 FR 48660, Oct. 2, 1981]

§ 701.3 Removal of materials from the Library buildings.

No material may be removed from the Library buildings without the proper stamp, pass, or other authorization as prescribed by regulations established by The Librarian of Congress. All property including, but not limited to, suitcases, briefcases, handbags, large envelopes, packages, and office

§ 701.4

equipment may be inspected upon leaving Library buildings in order to prevent the improper removal of property belonging to the U.S. Government.

[51 FR 22073, June 18, 1986]

§ 701.4 Information about the Library.

(a) *Information about the Library.* It is the Library's policy to furnish freely information about the Library to the media. All requests from the media, for other than generally published information and Library records, should be referred to the Public Affairs Office.

(b) *Public Affairs Office.* The Public Affairs Office shall have the principal responsibility for responding to requests for information about the Library from representatives of the media; giving advice to Library officers and staff members on public-relations and public-information matters; keeping the Librarian and other officers informed of important developments in this field; and promoting the resources and activities of the Library.

(1) During regular office hours (8:30 a.m. to 5 p.m.) telephone operators shall refer requests for information, from the media only, about the Library to the Public Affairs Office. All other requests for information shall be referred to the National Reference Service or other appropriate offices of the Library.

(2) All other Library offices and staff members who receive inquiries directly from representatives of the media for information about the Library, other than generally published information, shall refer such inquiries to the Public Affairs Office.

(3) The Public Affairs Office shall respond directly to inquiries concerning the Library, calling upon other offices to supply information to it as necessary, or shall arrange for other offices or staff members, as appropriate, to supply such information directly and report back to Public Affairs after the contact has been made. Requests for Library of Congress records, however, shall be made in accordance with 36 CFR Part 703.

(4) When the Public Affairs Office is closed (evenings, Saturdays, Sundays, and holidays), requests from the media for information about the Library shall be referred to the Public Affairs Officer

36 CFR Ch. VII (7-1-03 Edition)

at his/her home. In the event that person is not available, inquiries shall be referred to the Acting Public Affairs Officer, or, in turn, a designated public affairs specialist.

(c) *Other Library Units and Staff Members.* All Other Library Units and Staff Members shall be responsible for keeping the Public Affairs Office fully and promptly informed of contacts with the press, except in those instances of routine reference inquiries; supplying the Public Affairs Office with any data it requires in order to respond to inquiries from representatives of the media; and reporting promptly to the Public Affairs Office substantive contacts with media representatives about the Library and its policies or activities.

[65 FR 11736, Mar. 6, 2000]

§ 701.5 The Library's reading rooms and public use thereof.

(a) All members of the public wishing to use materials from the Library's collections first must obtain a User Card. The Library will issue User Cards, in accordance with established access regulations, to those persons who present a valid photo identification card containing their name and current address. The Library-issued User Card will include the name, digitized photograph, and signature of the user. It must be presented when requesting materials housed in the book stacks or other non-public areas or upon request of a Library staff member. In accordance with Library regulations which prescribe the conditions of reader registration and use of Library materials, presentation of a User Card may be required for entry into certain reading rooms. The Library will maintain the information found on the User Cards, including the digitized photograph and other pertinent information, in an automated file for collections security purposes. Access to the automated file shall be limited to only those Library staff whose official duties require access. The automated file shall be physically separated and accessible only from inside the Library.

(b) Materials in the general classified collections of the Library are serviced in the Main and Local History and Genealogy reading rooms (Thomas Jefferson Building), and the Science and